

Simplified File Documentation

- ☐ Small Purchase Procedures (\leq \$100,000) and/or
☐ Commercially Available Items/Services (\leq \$500,000)

Subcontract No: _____ Amount: _____

This Subcontract is a : ☐ SB Set-Aside
☐ 8 (a) Award

Modification No: _____
☐ Increase: \$ _____
☐ Decrease: \$ _____
New Total: \$ _____

Justification of Price Reasonableness (Check one or more of the following blocks. Refer to SI 15.6 for explanation.)

- ☐ The value of this subcontract is less than \$25,000 and the buyer believes the price to be reasonable.
☐ Adequate price competition (refer to the attached Abstract of Quotations or narrative)
☐ Current catalog or published price list. Number and date: _____ (Copy attached.)
☐ Historical Data — Price compares favorably with known current or recently paid prices for similar quantities of like items on Subcontract No: _____.
☐ GSA Pricing — Price is based upon GSA Contract No: _____ Valid _____
☐ BOA or other Master Agreement where fair and reasonable prices have been negotiated. Subcontract No. _____
☐ Other type of price analysis: _____

Other Requirements

- ☐ FOCI does apply. Determination from DOE was obtained on _____.
☐ Service Contract Act does apply. See the Wage Determination dated _____.
☐ GFP/SAP is included in this Subcontract. Property Management (BUS-6) was sent a copy of this Subcontract on _____.
☐ Other: _____ Brief description: _____
☐ A discount was negotiated at _____ %. ☐ A discount was refused by the Subcontractor.
☐ No ☐ small or ☐ small disadvantaged business organizations were solicited for this subcontract for the following reasons: ☐ sole source justified by requester; ☐ better prices known to be available from large business manufacturers; ☐ To my knowledge, the item is not available from a SB/SDB; ☐ previous recent solicitations of SB/SDB on this item have consistently resulted in offers that were not competitive; ☐ replacement or repair parts; or ☐ other _____.

Other Matters (i.e., Sole Source Justification, DOE Manual Chapter 1360. 1, OCI, Terms & Conditions, Software License, Buy American Act, Safety Issues, etc.) Brief description: _____

Authorization Award of this Subcontract is in the best interest of the Laboratory.

Procurement Specialist Date _____

Team Leader Date _____

- ☐ A post-award audit was performed on _____.

Abstract of Quotations

An Excel spreadsheet version of this form "Abstract of Quotations" is available from the Web at:
<http://bus.lanl.gov/bus5/forms/default.htm>

PR # _____

Buyer _____

		Offeror	1		2		3	
		Phone No.						
		Name of Contact						
		Date						
		Vendor Number	P		P		P	
Item	Quantity	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
		Total						
		Terms						
		Price List Date						
		F.O.B.						
		Ship Via						
		Ship Date						
		Due Date						
		Type of Business	<input type="checkbox"/> SB <input type="checkbox"/> WOB <input type="checkbox"/> SB-SA <input type="checkbox"/> BB <input type="checkbox"/> SBD <input type="checkbox"/> NNM	<input type="checkbox"/> SB <input type="checkbox"/> WOB <input type="checkbox"/> SB-SA <input type="checkbox"/> BB <input type="checkbox"/> SBD <input type="checkbox"/> NNM	<input type="checkbox"/> SB <input type="checkbox"/> WOB <input type="checkbox"/> SB-SA <input type="checkbox"/> BB <input type="checkbox"/> SBD <input type="checkbox"/> NNM	<input type="checkbox"/> SB <input type="checkbox"/> WOB <input type="checkbox"/> SB-SA <input type="checkbox"/> BB <input type="checkbox"/> SBD <input type="checkbox"/> NNM	<input type="checkbox"/> SB <input type="checkbox"/> WOB <input type="checkbox"/> SB-SA <input type="checkbox"/> BB <input type="checkbox"/> SBD <input type="checkbox"/> NNM	